

Belmont Manor and Historic Park

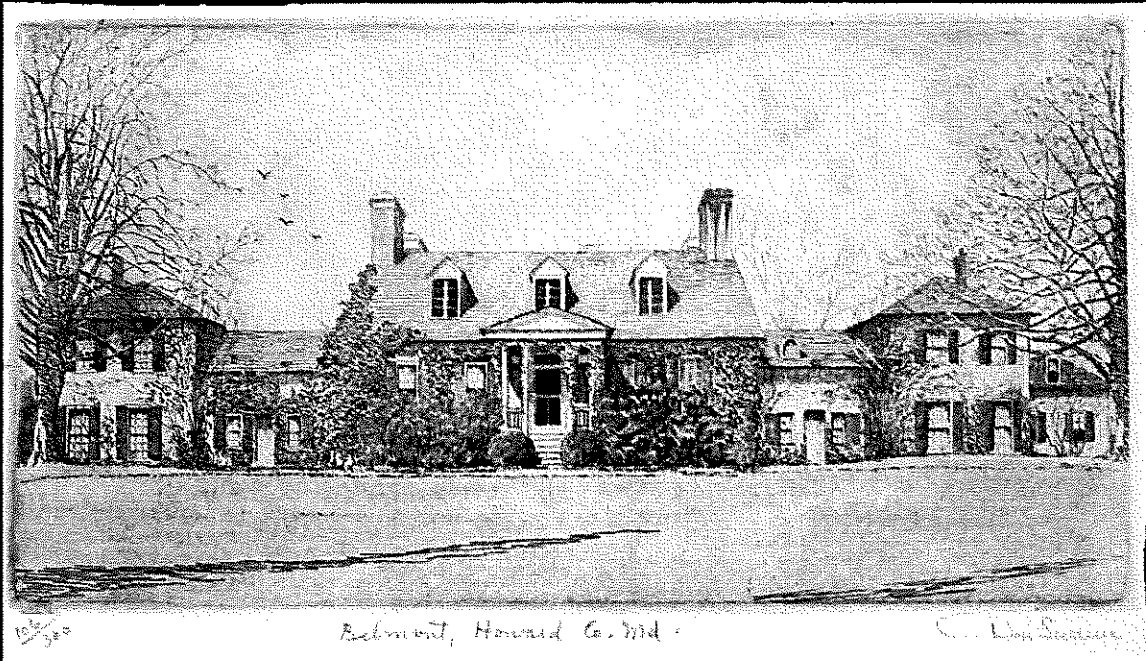
Rental Rules and Regulations

6555 Belmont Woods Road, Elkridge, Maryland 21075

www.howardcountymd.gov/belmont.htm

Howard County

Department of Recreation & Parks



Howard County
RECREATION & PARKS

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Belmont Manor and Historic Park holds a Maryland Historic Trust easement. The Manor House has fragile interiors and exteriors, equipment, and furnishings. Please be respectful and do not handle artwork and china on walls and in cabinets. These rules and regulations are in place for the preservation of this significant historic site and its grounds.

A Brief History of Belmont Manor

In 1732, Caleb Dorsey of Annapolis and Hockley-in-the-Hole on the Severn River purchased the land (1,662 acres) on which Belmont now resides. (In 1695, the property was called Moore's Morning Choice.) At the time, a bustling and prosperous port thrived in Elkridge. One of Dorsey's sons, Caleb Jr., owned several iron forges that fed into the Patapsco River and was an avid foxhunter. While tracking a rare gray fox, he found himself in unfamiliar territory, near the home of Priscilla Hill. Their fortuitous meeting resulted in friendship and then marriage. Caleb Dorsey, Sr. gave the land to his son as a wedding present. Caleb, Jr. then built the manor house. On either side of the front door were placed two carved plaques, "CPD 1738". Caleb, Jr. and Priscilla had three sons and six daughters. When Caleb, Jr. died in 1772, his son Edward inherited the property, along with the iron forges and several other tracts of land. Following Edward's death in 1815, his headstrong daughter (also named Priscilla) gained ownership of the property and named it Belmont. Priscilla eloped with Alexander Hanson in 1805. Hanson founded the Federal Republican, a pro-British newspaper and he poured money into the endeavor. Due to Hanson's unpopular views, he was attacked during the War of 1812 and suffered permanent injuries.

After Hanson's death at the age of 33, Priscilla tried to run the farm, but financial problems beset her and she sold parcels of land in the 1830's. In 1839, she mortgaged the estate for \$1,500. Realizing that her son, Charles, was addicted to horses and gaming, Priscilla stated in her will that if Charles ever compromised the estate, it was to be transferred to his wife and to her family. In 1875, the property went to a sheriff's auction, where it brought \$25. However, because of Priscilla's foresight, the auction was contested and the property reverted back to Charles' children in 1879. His daughters Anna Marie and Florence stayed on the property while other siblings moved away.

In 1917, the property was passed to Mary Bowdoin Bruce, a descendant of Caleb, Jr. and Priscilla Dorsey. Mary and her husband, Howard Bruce, restored the estate to its original beauty. Howard was the vice president and general manager of Bartlett Hayward Company, a small steel factory. His prominence increased during World War I, and he became well respected in the financial and political arenas. During World War II, he was awarded the Distinguished Service Medal for his vital contribution to the war production effort. Although Belmont remained a working farm, Bruce's predominant interest was in raising and breeding thoroughbred horses. He became the owner of the famed horse, Billy Barton, who won numerous races, including the Grand National Handicaps and the coveted Maryland Hunt Cup. Billy Barton is buried near the time-worn barn in full tack, in an upright position, alongside Jay Jay, another one of Bruce's horses.

In 1961, after Howard Bruce's death, the property passed to his cousin David Bruce, the former ambassador to Britain, who in turn gave Belmont to the Smithsonian Institute. The Smithsonian converted Belmont into a conference center, where generals, vice presidents, astronauts and many other notables were able to meet in a quiet and controlled setting. In 1983, the 85-acre estate was sold to the American Chemical Society, which continued the tradition of providing excellent hospitality to the world leaders. In 2004, Belmont was purchased by Howard Community College. The College added hospitality classes to the Belmont experience while continuing the same traditions as the two previous owners.

On June 21, 2012, Howard County Government purchased Belmont to ensure the stewardship of this beautiful site for the residents of Howard County. When fully operational, Belmont will become a popular venue for executive retreats, corporate trainings, weddings, company picnics and other special events. Environmental, preservation and historical programs will also be major components of the management plan.

Reservation Procedures

1. Contact the office to confirm the availability of the date and time desired.
2. Fill out a rental application that can be found at www.howardcountymd.gov/belmont.htm
3. Send the application to:

Howard County Recreation & Parks, 7120 Oakland Mills Rd., Columbia, MD 21046

Attention General Manager, Belmont Manor and Historic Park
mebaker@howardcountymd.gov, or callen@howardcountymd.gov
4. The form is received and the date is confirmed, staff will place a no obligation 10 calendar day hold and generate a contract/permit.
5. A contract/permit will be prepared and sent to you.
6. Make an official reservation by paying the required security deposit and signing a rental contract. There must be an original signature on the contract.
7. All contract holders must be at least (21) years of age. The contract holder will be held accountable for all payments.
8. Valid forms of ID and US residency are required. Valid ID's include driver's license, utility bill, deed to house, lease agreement, homeowner's insurance or renter's insurance policy.
9. 50% of the full balance of rental fees is due at least six months prior to the event date, with the remaining balance due 90 days prior to the date of event.
10. Full rental fees and security deposits are due for reservations made less than 90-days prior to the date of event.

Contact Information

Rental Office Hours

- Monday – Friday 9:00 am to 4:00 pm

Tours available by appointment (Manor House Interior Closed for construction 3/17-8/1/14)

- Monday -11:00 am to 4:00 pm
- Tuesday - Thursday 9:00 am to 4:00 pm
- Weekends by appointment only
- Call the rental office to request and schedule an appointment.

Contact us by:

- Voice 410-313-4700
- TTY: 410-313-4665
- Inclement Weather Line: 410-313-4451
- E-mail: mebaker@howardcountymd.gov or callen@howardcountymd.gov

Closings: The office is closed on official holidays, during inclement weather or any unforeseen emergencies. Events, however, may be scheduled on holidays with the exception of Easter, July 4th, Thanksgiving Thursday and Friday, Christmas Eve, Christmas Day, New Years Eve and New Years Day.

Directions

From Columbia:

Take Rt. 175 East
Left on to US1-N/Washington Blvd.
Left on to Montgomery Road
Right on to Elibank Road
1st left on to Belmont Woods Road. Follow drive approx. ¾ mile to the end where you will enter Belmont Gates

From Baltimore:

Take 95 South
Take Exit 47 B-A
Merge on to 195 East, Exit 47 A
Take Exit 3, US Rt. 1/Washington Blvd
Right on to US Rt. 1/Washington Blvd.
Right on to Montgomery Road
Right on to Elibank Road
1st left on to Belmont Woods Road. Follow drive approx. ¾ mile to the end where you will enter Belmont Gates

From Washington DC:

Take MD Rt. 295
Merge on to Rt. 100 West
Take US Rt. 1/Washington Blvd. Exit 6
Merge on to US Rt. 1 North
Left on to Montgomery Road
Right on to Elibank Road
1st left on to Belmont Woods Road. Follow drive approx. ¾ mile to the end where you will enter Belmont Gates

Security Deposits

A \$750 security (damage) deposit is required to secure the date. The security deposit is separate from the rental fee and cannot be applied toward the rental fee. Security deposits are refunded within one month of the event provided there are no charges assessed due to damage, loss, clean up or extension of contract time. Refunds are issued by the Director of Finance, Howard County office and mailed directly to the contract holder or applied to the credit card used.

Security deposits may be paid by personal check, cash, money order, certified check, Visa, MasterCard, American Express, or Discover. A \$35 fee will be assessed in the event of a returned check. Personal checks will not be accepted if payment is made less than 90 days (3 months) prior to the event date. The security deposit may be sent in with the contract/permit paperwork or can be paid online.

Reservations

A reservation becomes official when a security deposit is paid, a rental agreement contract is signed and the signed contract is received by the designated due date. (Contracts will be deemed null and void if the signed contract is not received by designated due date.) Contracted hours include the setup and breakdown time for all vendors. The schedule for the rental time allows for setup and decorating of the facility with one hour at the end to completely clean the facility. Due to liability issues, no one, including the contract holder, will be allowed inside until the start of the contracted time. This includes the coordinator, florist, decorator, DJ/band, photographer, etc. If anyone enters before the contracted period, the contract holder will be held liable for his or her actions and will be charged additional fees, which will be deducted from the security deposit. The contract holder must complete and return the floor plan to the Belmont Manor office at least one (1) month in advance of the scheduled event.

Submit floor plan to:

- E-mail: mebaker@howardcountymd.gov or callen@howardcountymd.gov
- Mail:
General Manager
Event Floor Plans
Belmont Manor and Historic Park
7120 Oakland Mills Rd.
Columbia, MD 21046

Payment Schedule

- Security Deposit due: when contract/permit is generated to secure the date
- 50% of rental fee due: 180 days (6 months) prior to the event date
- Full balance due: 90 days (3 months) prior to the event date

For reservations made less than 90 days (3 months) prior to the event date, full rental payments and security deposits are due at the time the contract is signed and must be paid by cash, money order, certified check, or Visa, MasterCard, American Express, or Discover. Personal checks will not be accepted.

At the time of final payment, the facility must also have:

- Name, telephone number, and address of the caterer/vendor scheduled for the event
- The caterer's required documentation (see Food & Catering section)

A licensed and insured caterer must be selected for your event. For your convenience, we will provide a list of caterers that have catered at the facility in the past. If you select one who is not on the list, the caterer will need to provide the caterer's required documentation, approved by the General or Assistant Manager. The selected caterer will be authorized to provide service in the facility only when proper documentation is received, at least 60 days in advance and/or when the full rental balance is due.

Payments accepted by:

- Check, or money order (made payable to Director of Finance, Howard County)
- Credit card (MasterCard, Visa, American Express, Discover)
- Cash (cash payments must be the exact amount, as the office is not equipped to give change.)
- Mail or deliver payments to:
Howard County Department of Recreation and Parks
General Manager, Belmont Manor and Historic Park
7120 Oakland Mills Road
Columbia, MD 21046
This is a temporary address until registration staff is moved to Belmont Manor-Summer 2014
- Online through your personal Howard County account

Cancellations

All cancellations must be in writing by the contract holder, signed, and addressed to the General Manager of Belmont Manor and Historic Park.

- Telephone cancellations will not be accepted.
Written cancellations, signed by the contract holder may be mailed to:
Howard County Department of Recreation and Parks
General Manager, Belmont Manor and Historic Park
7120 Oakland Mills Road
Columbia, MD 21046
This is a temporary address until registration staff is moved to Belmont Manor-Summer 2014

Cancellations by the Contract Holder

- **180 days or more prior to the event date:** If the contract holder cancels the event 180 days (approx. 6 months) or more prior to the event date, a \$200 cancellation fee will be assessed and taken from the security deposit.
- **179 days – 91 days prior to the event date:** If the contract holder cancels the event between 179 days and 91 days (approx. 6-3 months) prior to the event date, the security deposit will be forfeited.
- **90 days or less prior to the event date:** If the contract holder cancels the event within 90 days or less (approx. 3 months or less) prior to the event date, the security deposit will be forfeited plus 50% of the total rental fees paid.

The County uses "days" to calculate the amount returned to contractor. Months shown above are for reading convenience.

Date Changes

- A onetime only reserved date change, 180 days prior to the event date, by the contract holder with Belmont is acceptable with the original security deposit applied to the new date.
- More than one reserved date change by the contract holder or changes made less than 180 days prior to the event will be treated as a cancellation. Cancellation policy will be applied.

Cancellations by Howard County:

It is the County's mission to ensure an extraordinary rental experience. If at any time any action or element of the event is found to compromise the facility or the County staff, the County reserves the right to cancel the event without reimbursement.

Transfers

Requests for transfers

Transfers between Howard County owned facilities will be treated as cancellations. The policies for cancellation by the contract holder will apply. See the policy for cancellation by contract holder.

Note: The contract holder is responsible for notifying the Belmont General Manager or Assistant Manager of any status change of name, address, or phone number. Refunds (if applicable) will be mailed to the address listed on the contract. Payments made by personal check will be made payable to the contract holder.

Rental Rates

Rental Rates: Rates are subject to change without notice.

Manor House and Grounds for events (Apr-Nov)

DAY	HOURS	PRICE
Mon-Thurs (4pm-11pm)	7	\$1500
Friday (4pm-11pm)	7	\$2000
Sat/Sun/Holiday (flexible times between 2pm and 12 am)	8	\$2500

\$250 for each additional hour

First Floor of Manor House only (Nov-March)

DAY/TIMES	# OF HOURS	PRICE
Mon-Fri (8am-4pm)	per hour (additional)	\$100
	4 hours	\$375
	8 hours	\$750
Friday(4pm-11pm)	per hour	\$150
	7 hours	\$900
Sat-Sun & Holiday(8am-11pm)	per hour	\$250
	4 hours	\$950
	8 hours	\$1400

Overnight- Manor House, grounds and guest rooms

# OF NIGHTS	CHECK IN	CHECK OUT	PRICE
1	12pm Saturday	12 pm Sunday	\$7500
2	4pm Friday	12pm Sunday	\$12500
2 (Holiday weekend)	4pm Saturday	12pm Monday	\$12500

Shared Space Areas individually- meetings, 3 hour minimum

PACKAGE NAME	INCLUDES	PRICE
Fox Suite	Fox Room, Dining Room, Billiards Room, Restroom	\$75/hr
Conference Suite	Conference Room, Drawing Room, Restroom	\$75/hr
Ballroom Suite	Parlor, Ballroom, Restroom	\$75/hr
Kitchen	Use of entire Kitchen for a class	\$75/hr

Capacities

Manor House First Floor Plan

	<u>Total Sq. Ft.</u>	<u>Room Size</u>	<u>Reception</u>	<u>Banquet</u> ○ ○ ○ ○ ○ ○	<u>Theater</u>	<u>Classroom</u> —— —
Ballroom	504	28' x 18'	45	32	32	N/A
Parlor	224	14' x 16'	10	N/A	N/A	N/A
Conference Room	494	26' x 19'	55	40	50	30
Drawing Room	378	21' x 18'	30	N/A	N/A	N/A
Calvert Room	323	17' x 19'	N/A	N/A	N/A	N/A
Fox Room	252	21' x 12'	25	N/A	N/A	N/A
Dining Room	442	26' x 17'	40	32	32	25
Billiards Room	289	17' x 17'	N/A	N/A	N/A	N/A

Indoor Manor House 1st Floor Capacity:

150 (includes staff, musicians, catering personnel, etc.). 3 individual rooms accommodate up to 50 with 10-20 additional in break out rooms.

Outdoor Tent Capacity:

60' x80' 200-250 depending on room set up (includes staff, musicians, catering personnel, etc.)
Lower tier: 250 Contract Holder must provide rented tent if needed.

Belmont strictly upholds the facility's capacity restriction. The event will be shut down if the capacity level is exceeded.

Group Picnic Area: 250+ Contract Holder must provide rented tent if needed.

Rental Hours

The facility will be available to the contract holder at the starting time stated in the rental contract. All caterers/vendors set-up and clean-up must be made within the contracted time period. Typically caterers require at least 1-1/2 – 2 hours for setup and one hour for cleanup. The event must end one hour before the contract ending time. Rentals must end by 12 AM midnight.

EXAMPLE: If your contracted hours are 4:00pm – 12:00am, 4:00pm would be the earliest that your caterers/vendors can enter the grounds and Manor House. This means your event should not start before 5:30pm or 6:00pm. The event would need to end by 11:00pm, so cleanup can take place between 11:00pm and 12:00am. All vehicles must be off of Belmont property by 12:00am when the gates are locked. Please check with your caterer and other vendors regarding the amount of time needed for setup and breakdown time. You may request extra hours at \$250 per hour.

Overnight

Accommodations for retreats and wedding parties only, may be reserved based upon availability. Check in for rooms are 3:00pm except for the bridal suite which is at 12:00pm. Check out is at 11:00am. A lost key charge of \$50 will be assessed if keys are not returned at check out. Housekeeping services are available upon request Monday – Friday. Guest room assignment forms are due 2 weeks prior to the event date.

The Cottage on Belmont property has one room available with ADA accommodations and 3 rooms available for children under 13 with a responsible adult.

Rehearsals

Wedding rehearsals are not guaranteed due to the heavily booked event calendar.

- A contingency plan (i.e., an off-site rehearsal) is highly recommended in case the desired date for a rehearsal is not available.
- Rehearsals are scheduled for 1 hour if available,
- Monday – Friday before 5:00 p.m.,
- At a maximum advance notice of 30 days prior to the rehearsal date, on a "first-come, first-serve" basis, and
- Never on Saturdays, Sundays, holidays, or the hour before the contracted time of the event.
- You may not interrupt another wedding rental, preparations or event.

Rehearsal Guidelines

- Plan to arrive 30 minutes prior to your rehearsal time in case of traffic delays.
- Only invite those who are in the wedding party. The wedding party will only be permitted in the area where the ceremony is to be held.
- Due to the one-hour limitation, please plan an itinerary for the rehearsal in advance to ensure that it will flow smoothly.
- The rehearsal should be a dry walk-thru (i.e. it is not necessary to rehearse the ceremony word for word or have the musicians, D.J. or soloists perform).
- Food and beverages are not permitted during rehearsals.
- If the facility is already set-up for an event, please do not disturb or rearrange the tables and chairs.
- An adult must supervise children at all times. Please do not allow them to run through the facility, in the gardens, or near the aqua garden.
- The circular drive in front of the facility does not allow for parking (except the limousine for the bridal party). The circular drive is a fire lane and vehicles parked there will be ticketed or towed. There is ample free parking in the main parking lot.
- Failure to vacate the premises by the end of your scheduled time will result in overtime charges that will be deducted from the contract holder's security deposit.

Tents

- At least two (2) months advance notice is required to request approval for an additional tent installation and approval of vendor selected to install the tent.
- The approved tent installation is done at the contract holder's cost. The contract holder may need to obtain a "Temporary Use and Occupancy Permit" from the office of Licensing and Permits. The contract holder should call 410-313-2455 for requirements.
- The contract holder must provide the generator and gas for any electrical needs.
- Installation of the tent **must** be on the same day of the event and **must** be taken down by 9 am the following day unless otherwise approved by the General Manager. To avoid potential conflicts, tents may not be installed on a date when another event is scheduled.

Tent Fees

- An additional fee of \$250.00 per hour will be assessed for any installation and take down time, beyond the contracted time.

Decorating

Decorating must be done within the renters approved time. Arrangements can be made for additional set up time at \$250 per hour. Manager approval is required for all decorations no later than one (1) month prior to the event.

Guidelines

- Decorations may be secured with string, or non-permanent adhesive fasteners.
- Glue, nails, tacks, masking tape, or scotch tape may not be used to secure decorations or signs to the physical structure of the facility.
- Tape cannot be used on the glass, walls or floor to secure any items including post-it sheets. Please inquire about use of our easels.
- Glitter, confetti, rice, and birdseed are strictly prohibited. Real flower petals are permitted for outdoor ceremonies only.
- Open, unprotected flames, including candelabras, are not permitted indoors or outdoors.
- Protected candles in sand-filled bags are allowed outdoors.
- Hurricane globes and votive candles are also permitted as long as a sturdy, non-flammable base is used for fire protection and to avoid wax spillage.
- Bubbles may be blown outside the facility only.
- Balloons may not be released anywhere on the premises of the facility. Non-compliance with this rule will result in forfeiture of the security deposit or portion thereof.
- All decorations must be removed at the close of the event. Non-compliance with this rule will result in forfeiture of the security deposit or a portion thereof.
- Fog machines and fireworks are not permitted.

Holiday decorations

During the year-end holiday season, the Manor House will display seasonal decorations, including trees, wreaths, lights and garland. These decorations may not be removed or rearranged during events. The seasonal decorations are generally installed the week before Thanksgiving and will be taken down the first week in January. Inquire about specific dates by contacting the office.

Set-up

The decorator/wedding coordinator **may** not enter the Manor until the contract start time. Failure to comply will result in the contract holder being charged the appropriate hourly fee. Additional hours can be requested for a fee of \$250 per hour.

- If the event includes an outdoor set-up, two (2) floor plans must be submitted at least one month prior to the event date, **Plan A for fair weather and Plan B for inclement weather**. Both floor plans must indicate the placement of tables, chairs and other equipment. Please meet with your caterer, decorator and/or wedding coordinator in regards to the floor plan(s).
- All deliveries (i.e., rental equipment, flowers, cakes, etc.) must be within the contracted time.
- All vendors must bring in deliveries through the right side of the Manor House via the service entrance road.
- Vendors are not allowed to park on any grass areas except the general parking lot or service area.
- Rental equipment left on the property overnight is strictly prohibited (see Food and Catering sections for fees if this should occur).

Outdoor ceremony set-up

The outdoor tables and chairs are available April – mid November only. The facility staff will setup the white padded resin chairs for an outdoor ceremony. Please submit a separate floor plan for your ceremony setup at least one month in advance. If planning an indoor ceremony and/or outdoor reception, it will be the caterer's responsibility to set up.

Catering

In-house catering services are not available. The contract holder may select a licensed and insured caterer of their choice. Only caterers that provide the required documentation are permitted to serve and/or provide service within the facility. Family catered events **are not** permitted. If the caterer has never provided services at the facility or has not worked at the facility in over a year, they must schedule a tour with the facility manager at least 60 days in advance of the event.

A list of licensed and insured caterers can be provided for your convenience. Please note that the list of caterers is not an endorsement or referral. The list contains caterers that have previously provided service for events or are licensed and insured at Belmont Manor.

The contract holder is responsible for:

- Signing a separate agreement with the caterer to include Howard County as a party. This agreement must stipulate that the caterer will provide the contract holder a current food service license and a certificate of insurance (up to a minimum of \$1,000,000 per

occurrence under general liability). **The insurance document must name the County as the additional insured as follows:**

**Howard County, MD, its elected and appointed officials, officers, employees, and authorized volunteers
7120 Oakland Mills Road
C/O Recreation & Parks
Columbia, MD 21046**

- Notifying the General Manager of Belmont Manor of the caterer selection and submitting said caterer's current food service license and a certificate of insurance to Belmont at least 60 days prior to the event date. Samples of the required documentation are provided at the end of the packet.
- Ensuring that the caterer remain on the premises for the entire event. Absolutely no drop offs are allowed.

The caterer must agree to abide by all laws, rules, and regulations of the State of Maryland and Howard County, as well as all the rules and regulations pertaining to Belmont Manor and Historic Park.

All of the selected caterer's required documentation must be received by Belmont General or Assistant Manager at least 60 days (2 months) prior to the event date. If booking less than 60 days prior to the event date all caterer's documentation must be received at the time of signing the agreement contract.

The Belmont staff is responsible for:

- Confirming arrangements with the caterer regarding the set-up of food, drinks, dishes, tableware, tables and chairs, license, and the number of service personnel.
- Supervising the setup and breakdown of the equipment.
- Communicating to the caterer what equipment may be left out for the next scheduled event if necessary.
- Directing catering trucks to unload in the designated area on the side of the Manor House. All other vehicles must park in the general parking lot. **DOUBLE PARKING IS STRICTLY PROHIBITED – VEHICLES WILL BE TOWED.**

Caterers are responsible for:

- Submitting a copy of their liability insurance certificate and food service license to the Belmont General Manager or Assistant Manager at least 2 months prior to the event date.
- Cleaning the kitchen, dining areas, and guest tables and chairs in both the Manor and the tent Belmont employees are not responsible for cleaning these areas. Failure to clean the kitchen and other areas of the Manor House used by the contract holder will result in the forfeiture of all or part of the contract holder's security deposit.

- Sweeping and general cleaning of the floors in the both in the Manor and/or tent of food and trash should be done
- Staying on site for the duration of the event. Absolutely no drop offs are allowed. The caterer must call in advance to verify entry/set-up time. No caterers will be allowed to enter any earlier than the set-up time. The caterer must check in/out with the event supervisor at time of arrival and departure.
- Setting up buffet tables, food stations, cake tables and beverage stations. Buffet tables can be set-up in areas approved by the General Manager and Assistant Manager. Bars and/or beverage tables are restricted to the parlor, dining room, billiards room, or conference room. Food and beverage stations are permitted only if a protective mat is placed in front of the table. Cake tables cannot be set-up in rooms that have oriental rugs. Cake tables are usually set-up in either the parlor or dining room. No red beverages or red wine may be consumed in the Manor House.
- Setup and breakdown of tables and chairs. For safety reasons only the licensed and insured catering staff is permitted to setup and breakdown the tables and chairs. If the caterer is not able to setup and breakdown, alternate plans must be arranged with the General Manager or Assistant Manager.
- Breaking down of all equipment in the last hour of the contracted time. Failure of the caterer to cleanup and breakdown by the end of the contract holder's contracted time will result in additional overtime fees to the contract holder.
- Cooking and preparing all food off the premises and warming the food at the facility. Cooking and preparing food is not permitted inside the facility. **Note:** Although open flames are prohibited inside the facility, cooking with an open flame outside the facility may be permitted.
- Collecting all cooking residues. Caterers are responsible for collecting all residues outside in a container and safely discarding them.
- Provide a list of food handlers and permit, if required by law, prior to arrival at the event.

Caterers' Responsibilities List

- The caterer must call in advance to verify entry/set-up time 410-313-4632
- Caterers will not be allowed to enter the house or grounds earlier than the contracted time.
- The caterer must check in and out with the event supervisor at time of arrival and departure.
- The caterer is responsible for setting-up and breaking down the tables and chairs according to the floor plan for receptions and events. The wedding coordinator, family members or other vendors are not permitted to help with set-up/breakdown. (Please note: Belmont staff will still setup for outdoor wedding ceremonies).

- Belmont Manor is an historic site, with fragile interiors and exteriors, equipment and furnishings. Please be careful with the equipment. Do not touch artwork and china in cabinets. Plan to have an adequate number of staff on site in order to set-up and breakdown in a timely manner. The event supervisor will be on site during the set-up and breakdown. Floor plans (Plan A for fair weather and Plan B for inclement weather) must be given to the Belmont Managers at least 1 (one) month prior to the scheduled date. If blank floor plans are needed please call or request them from Belmont staff.
- **DO NOT** drag tables and chairs across the hardwood floors or carpets; lift instead.
- All deliveries and pick-up of rental equipment must be made within the clients contracted period. Under no circumstances can equipment be left overnight. If equipment is left behind, there will be a \$200 drop fee. If soiled dishes, tableware, or glasses are left behind; there will be a \$350 drop fee. There is absolutely no cleaning of dishes on the premises.
- Food items must be prepared and cooked off premises. The kitchen is for warming food and serving preparation only.
- Remove all food containers from the refrigerators, ovens and tabletops. The facility will not be held responsible for items left behind.
- Provide all cleaning supplies, including trashcan liners for the large trashcans and recycling bins through the house and grounds.
- Grease or food refuse should not be dumped into the sink. These items should be disposed of in the trash receptacle. The sinks do not have a garbage disposal.
- Clean all preparation tables, sinks, ovens, stoves and refrigerators, inside and out. Wipe down the walls if food or sauce has been spilled.
- Clean portable bars, including underneath the nozzle, and remove all trash. Do not dump excess ice near the building or on the grass.
- Clean all trash from the guest seating tables and the floor surrounding the buffet area. All areas of the facility where food and beverage is either served or partaken; must be swept and mopped.
- Remove all trash and dispose of same in the dumpster located near the barn or carry trash off of the property. All receptacles throughout the house and grounds (with the exception of the rest rooms) must be emptied and replaced with a fresh liner. Do not leave trash outside of the dumpster or an additional cleanup fee of \$50 per staff per half hour will be assessed. Tie all trash bags before throwing into the dumpster.
- Sweep and mop the kitchen floor, entry to kitchen, and underneath the stainless steel tables. The facility staff will prepare the mop water for you and instruct you as to which mop(s) to use.
- Sign caterers' pre and post check-off lists, which will be given to you by the event supervisor. When you first arrive and at the end of the event, before you leave.

Alcohol

- Alcoholic beverages may be served throughout the facility (please refer to "Entertainment, Advertising and Security" section for advance ticket sale events).
- The contract holder must ensure that all guests attending ticketed social events where alcohol is being served are twenty-one (21) years of age or older.
- BYOL (Bring your own liquor) is prohibited.
- Tapped beer kegs are permitted outside and on the outdoor patio only, but sieving must be coordinated with your caterer.
- Red wine, red punch, cranberry juice, and/or any red beverages are prohibited inside the Manor House.
- The bar must be closed down one (1) hour before the end of the contract time. No exceptions. Your caterer is responsible for the severing of all alcohol.

Cash bars (for non-profit organizations only):

- Cash bars must be requested through the Howard County Administrator to the Board of License Commissioners.
- If approved, the client is responsible for purchasing a one-day liquor license.
- A copy of the license must be submitted to the Belmont General Manager or Assistant Manager at least one week prior to the scheduled event.
- The license must be displayed on the bar at all times during the event. The Administrator to the Board of License Commissioners is located at the George Howard Building in Ellicott City. The telephone number is 410-313-2008.

Smoking

Smoking is prohibited inside the facility, under the tent, and in the formal garden.

Entertainment

- All entertainment is subject to approval by the management of Belmont Manor.
- Musicians, other entertainers, and guests must be in proper attire and all entertainment must be in good taste and in keeping with the image of a government-owned facility.
- Dancing is allowed in the ballroom, tent, and the outdoor areas.
- DJs and bands are permitted.
- Electronic equipment used for sound amplification, as well as lights, is limited

to 20 amps at 115 volts.

- The DJ or band must breakdown their musical equipment one hour before the end of the contract. The event staff will be on site to enforce this.
- A protective mat must be used by any piece of band equipment that could damage the flooring in any of the rooms.
- Fog machines are not allowed inside or outside of the facility.
- The contract holder will be responsible for the behavior of entertainers.
- Moon bounces, inflatable's, and some other recreational equipment require special permits. Please check with us if you will be using anything that might reasonably be assumed to involve unusual risks or liability issues.

Advertising

- Tickets and other promotional material must reflect the proper start and closing time of the event.
- All advertisement is subject to approval by the management of the facility.
- A copy of proposed advertising and tickets must be submitted to the facility for approval at least sixty (60) days prior to the event date.
- All ticket sales must take place in advance of the event.
- All tickets must be numbered in sequential order from 1 – 500 (maximum capacity.)
- Tickets may not be sold on the facility premises.
- For "free admission" events, tickets still need to be issued in order to control the number of guests attending the event and to avoid the possibility of exceeding the capacity restrictions.

Security

- Determination for security will be based on the event.
- Public social events involving advanced ticket sales, social events involving the sale of alcohol, school proms and teen parties are examples of required security.
- Because over crowded buildings and grounds can be dangerous, the police will be asked to clear any venue that exceeds the stated capacity.

Restrictions:

All events must end by 11:00pm with no less than one hour for caterers to clean up. Belmont Manor gates are locked at 12:00am. There are neighbors on either side of Belmont Woods Road. Please be respectful of their property when coming and going. Stay on the road surface as best as possible. The speed limit is 20 MPH. The client must provide written directions provided by Belmont staff to those attending weddings and events. There are no exceptions to this rule. Other restrictions on party type may apply.

Furniture and Equipment

Listed below are the items provided with the rental of the facility:

- 60' x80' canopy tent with liner and optional cathedral window sides
- 20' x 20' dance floor
- 20 - 5 ft round tables (seat 8-10 people) –Manor indoor use only
- 30 - 6 ft round tables (seats 10-12 people)
- 6 - 6 ft. rectangular tables (seats 10-12 people)
- 8 - 8 ft. rectangular tables (seats 12-14 people)
- 10 - 30" round cocktail tables (can vary heights)
- one cake table 3' round
- one sweetheart table 3' round
- 4 - 36x72 serpentine tables
- 300 aluminum gold Chiavari chairs with ivory chair pads (tent and indoor use only) *
- 226 white resin ceremony chairs (outdoor use only)
- 6 black iron round patio tables (outdoor use only)
- 1 commercial refrigerator
- 3 warming/convection ovens
- 1 - 300 lb. capacity ice machine (cannot guarantee that it will be filled to capacity, especially for Saturday evening events)
- Indoor- technology, WI-FI (see managers)

**Please note that the caterer is responsible for setting up and putting the Chiavari chairs away, following the event. Chiavari chairs should not be stacked.

The moving or re-arrangement of Manor House furnishings, outdoor lawn furniture, and accessories is prohibited unless approval is received from the General Manager or Assistant Manager.

The quantities of above furnishings and equipment are subject to change. Please consult with the facility staff for any changes in availability.

Parking

- Parking spaces are available on the right side of the Manor House and Barn. The front circle of the Manor House is for a Limousine transporting the bridal party only. The circular driveway is a fire lane and parking here will be subject to being towed.

- Handicap parking is located in the main parking lot. Individuals may be dropped off at the front of the building or close to event site. Reasonable accommodations require two week prior notification.
- Ample, free parking for guests is provided in the main parking lot on the premises.
- Service vehicles must use the parking areas designated for deliveries.
- Parking, standing or driving on any grass other than the general parking area is strictly prohibited.

Grounds

- Landscaping may appear less than optimum due to seasonal changes or unforeseen circumstances.
- Children must be under the direct supervision of an adult at all times.
- Children are not permitted near the aqua garden without direct supervision of an adult.
- Any sport or activity (i.e. horseshoes, volleyball, badminton, etc.), that require stakes or poles to be driven into the ground in the formal garden area is strictly prohibited. Belmont picnic areas with these activities are provided.
- Softball, baseball, or other sports that involve hitting a ball with a bat are prohibited.
- The gardens are for viewing pleasure only. Playing in the gardens or the picking of flowers and greenery are strictly prohibited.
- No birdseed, glitter, rice, confetti or other items may be thrown indoors or outdoors. Real flower petals are allowed for outdoor ceremonies only.
- Sparklers and fireworks are prohibited.
- Bubbles may be blown outside the facility only.
- Balloons may not be released anywhere on the premises or inside the Manor House.
- Non-compliance with these rules will result in forfeiture of the security deposit or portion thereof.

The brick patio is generally used when there is still daylight. If planning to use the patio after sundown, it will be the responsibility of the contract holder to supply additional lighting, as the patio is dimly lit at night.

Please note that the aqua garden is only operational from the first weekend in April until the last weekend in October. This is subject to change based on weather conditions (i.e. sub-freezing temperatures). The outdoor furniture is not available December – March,

Miscellaneous

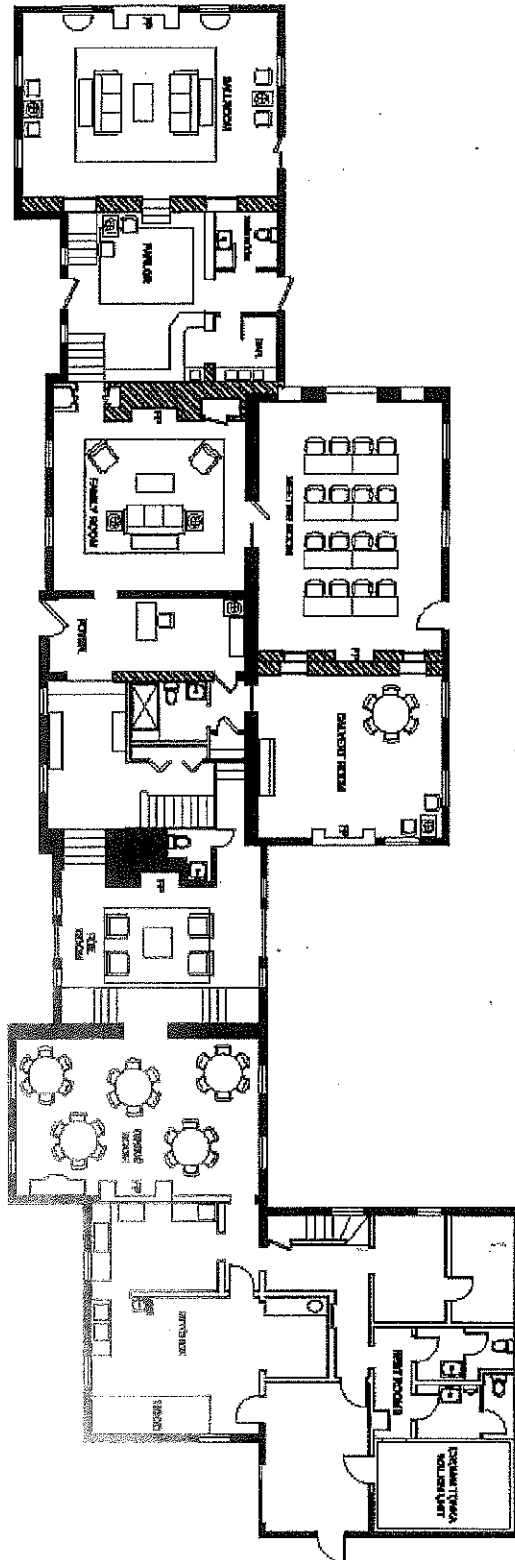
Contract holders and guests are required to abide by all applicable Federal, State, and/or County public laws and ordinances arising from use of facilities.

- Howard County shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather.

BELMONT MANOR HOUSE

FIRST FLOOR

NOV 21, 2005



Archie

Architectural

Architectural

Architectural

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BELMONT MANOR HOUSE
EXISTING FIRST FLOOR PLAN
NOV 21, 2005

REVISION

PROJECT NO.
051-6412

SCALE
N/A

DATE 09/22/03
DRAWN BY MPA
CHECKED

BMH.01

PA\HOM051\051-6412_Belmont\CD\BMH01-XAR.dwg



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/18/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		FAX (A/C, No):	
	PHONE (A/C, No, Ext):			
INSURED	ADDRESS:			
	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A:			
	INSURER B:			
	INSURER C:			
	INSURER D:			
	INSURER E:			
	INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR Y/N	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X				MED EXP (Any one person) \$
	AGG'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY					PRODUCTS - COMPROP AGG \$
	ANY AUTO					\$
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				BODILY INJURY (Per accident) \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				PROPERTY DAMAGE (Per accident) \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				VC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additions) Remarks Schedule, if more space is required)

Howard County, MD, its elected and appointed officials, officers, employees and authorized volunteers are Additional Insureds.

CERTIFICATE HOLDER

Howard County, Maryland
c/o Howard County Recreation & Parks
7120 Oakland Mills Road
Columbia, MD 21046

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

****Signature Required****

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HEALTH AND HUMAN SERVICES
LICENSURE AND REGULATORY SERVICES
255 Rockville Pike, 1st Floor, Suite 100
Rockville, Maryland 20850
240-777-3886 • FAX 240-777-3088

FOOD SERVICE FACILITY LICENSE

This certifies that

NAME OF CATERER

is licensed to operate Food Service Facility at:

ADDRESS OF CATERER

This license is issued under the authority of Chapter 15, of the
Montgomery County Code, 1994, as amended and COMAR 10.15.03.

Conditions:

Uma S. Ahluwalia
Uma S. Ahluwalia, Director

Catering No:

Expiration Date:

License No:

Type: A

This license is not transferable, must be conspicuously posted on the premises, and renewed prior to the
expiration date.